

Sample Principal Letter

(This letter should be put on your school's letterhead. Principals that have used this letter with additional efforts to contact parents such as the phone services that leave messages for all parents/guardians, have experienced a higher level of returns from parents.)

Dear Parent or Guardian (use individual name if you wish),

In an effort to provide your child with an excellent educational experience we are asking for your feedback on the following survey. There are a number of schools and parents throughout the (Insert School District Name Here) school system who are participating in this survey. This survey is part of a continuous improvement process that our district has undertaken to provide a higher quality of educational services for your children. The continuous improvement process aims at providing our school district and schools with ways to improve school climate, community engagement, student academic performance, educational attitudes, and an overall sense of how we might better serve all stakeholders in our school system.

Your opinions are very important to us in developing better schools in our community. We are dedicated to continually improving the education your child receives, and would appreciate your most honest answers on the following survey questions. The survey will take you between 20 and 40 minutes to complete. The survey is completely anonymous (no one will know your individual answers), and will make every effort to protect your confidential answers.

Again, our main aim is to use the results of this survey to help us better understand how we can improve your child's educational experience. If you have any questions, please do not hesitate to contact me.

Sincerely,

NOTE: Optional Instructions---these lines can be added to the letter depending on how you would like to administer the survey to the parents.

Once you have completed the survey, please place back in the envelope provided, seal the envelope, and return the envelope to the box in the front office.

Once you have completed the survey, please place it back in the envelope provided, seal the envelope, and have your child return the envelope to their homeroom teacher.